

## CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

August 27, 2013, 8:30 AM, 801 University Union

### Minutes

**Members Present:** Matt Bundrick, Deb Charles, Anne Cummings, Christopher Greggs, Wendy Howard, Julie Jones, Julia Lusk, Angela Nixon, and Tina White

**Members Absent:** Reba Kay-Purdessy and Carol Pike

**Guest:** John Mueller

President Angela Nixon called the meeting to order.

1. **Approval of Minutes:** Anne Cummings moved to approve the minutes of the July 30, 2013 Staff Senate Executive Committee meeting as submitted. Tina White seconded the motion and the vote was unanimous. The minutes were approved.
2. **President's Reports**
  - A. **Other:**
    1. **Human Resources,** John Mueller. Finance, Secretary to the Board of Trustees, and the President's Office are the next budget centers to go live using Kronos. Employees with supervisor and/or departmental manager roles are currently being trained. The transition from MyCLE for leave and electronic timekeeping occurs September 1. The group asked several questions about Kronos and work hours. Mueller is going to seek clarification and report later.
      - When are limited work hours (28 hour rule) for part-time employees going into effect due to the Affordable Healthcare Act?
      - Who is responsible for keeping up with an employee's time when they work for more than one budget center to ensure they do not exceed 28 hours? How will Kronos work for students that work in more than one budget center?
      - How do you approve leave for an employee when you aren't on Kronos yet, but the employee is?
    2. **Legislative Update,** Julia Lusk. The South Carolina General Assembly adjourned June 27 and will not reconvene until January, 2014.
3. **Financial Update,** Julie Jones. The balances as of July 31 were: (a) Vending: \$9,666; (b) Staff Senate funds: \$4,458.30; (c) Travel: \$9.68; (d) SDP: \$14,323.56. The Foundation accounts will be reconciled when FY13 closes. The Foundation's closing schedule is different than Clemson's schedule.
4. **Committees**
  - A. **Standing**
    - 1) **Activities,** Julia Lusk. The committee continues to solicit sponsors and runners for the 5K.
    - 2) **Communications,** Anne Cummings and Reba Kay-Purdessy. The July newsletter will be released soon. The website is being updated, and the group is discussing the 5K (committee responsibilities and marketing).
    - 3) **Membership,** Christopher Greggs. Work began on the 2014 elections. Per the 2013 staff employee numbers, Membership will be replacing 4 senators that will retire after two terms. Approximately 12 senators will have an opportunity to run for a second term. Additionally, attendance will be reviewed.
    - 4) **Policy and Welfare,** Wendy Howard.

- **Tuition Assistance Update**, Matt Bundrick. The Staff Senate is trying to develop a cost structure that will allow staff to take online graduate programs. Brett Dalton suggested we discuss the issue with Dr. Burg, Dean of the Graduate School. A meeting is scheduled with Dr. Burg and Jane Gilbert from the Provost's office on September 11. The goal is to understand the financial implications involved with online programs and to develop a cost structure that would be acceptable to the Board of Trustees.
- **Market Analysis Update**, Wendy Howard. Howard inquired as to the status of the market analysis used for the 2012 compensation plan. John Muller will discuss with Michelle Piekutowski and Angela and Matt will also address during their monthly meeting with HR. Two issues of concern:
  - ✓ Are staff in correct classifications?
  - ✓ How market (local, regional, national) is determined?

5) **Scholarship**, Carol Pike. No report.

## 5. Unfinished Business

A. **Presidential Search Update**, Angela Nixon. No report.

## 6. New Business

- A. **President Barker's Retirement**, Angela Nixon. The Clemson Family Picnic is this Friday, August 30, from 11 a.m. to 1 p.m. on Bowman Field. The Senate resolution and gift basket will be presented to the Barkers on stage at approximately 12:15 p.m.
- B. **Thursday Night Football Game Comment/Question** – A constituent submitted a request that the Staff Senate contact the state or outside counsel. They question the legality of requiring employees to take annual leave or their optional holiday for the time the University closed early due to the November Thursday night game. Matt Bundrick contacted State OHR and they advised that the University has latitude and authority to implement plans like this.
- C. **Joint Meeting**, Group. The next meeting with the Faculty Senate Executive Committee is scheduled for September 10 in Breakout Room III of the Madren Conference Center. Breakfast will be ready at 8:00 a.m. The meeting will begin at 8:30 a.m.
- D. **FY14 Compensation Plan**, Group. Details for the 2014 plan are available on HR's website.
- E. **Guest Speakers**
  - Special Order of the Day, Josh Brown, Recruitment. Brown was scheduled to address the Senate in September. Most HR employees will be out of the office for a conference in September so Brown was moved to October.

## 7. Announcements

- A. **eduroam**, Deb Charles. TigerNet is being replaced by eduroam. Everyone was reminded to switch their wireless access service before the license for TigerNet expires.
- B. **Team Up for Clemson Regatta**, Julia Lusk. The regatta is September 21. A practice session is being offered to teams on September 3.

8. **Adjournment**: There being no further business to discuss, the meeting adjourned.

**Next Meeting**: Tuesday, September 24, 2013, 8:30 a.m., 801 University Union